

**CONFIDENTIAL**

SAPC 3859 ✓  
Copy 5 of 8

15 February 1956

**MEMORANDUM FOR:** Project Director of Operations  
Project Director of Administration  
Project Director of Materiel  
Project Contracting Officer

**SUBJECT** : Dissemination of Project Policy Memoranda

**REFERENCE** : Project Administrative Memorandum No. 14, dated  
15 October 1955

From time to time it will be advisable to issue Project memoranda of a policy nature. In order that these issuances may reflect consistency, the following principles shall be observed:

a. Where a major policy question is involved, or where a decision creates a departure from an existing Project policy, the memorandum will be prepared for the signature of the Project Director.

b. Except where a major policy question is involved, the memorandum will be prepared for the signature of the appropriate Project component senior officer. Nevertheless, if the memorandum involves Project policy matters to any significant degree or if it deals with a new interpretation of existing policy, it will be approved for release by either the Project Director or Deputy Director (on a separate signature line from that of the originator, at the lower left-hand side of the final page).

c. Project memoranda which are routine in nature and do not involve those policy considerations set forth above, will be published over the signature of the appropriate Project component senior officer and will require no higher approval.

d. The officer originating a policy memorandum is responsible for coordinating it with components other than his own which are legitimately concerned with the subject matter.

JAC:mah

(sgd) Richard M. Bissell, Jr.

Rewritten:RMB:djm

**RICHARD M. BISSELL, JR.**  
Project Director

1-Ops

5-RMB Chrono

2-Admin

6-Dep. Pro. Dir.

3-Materiel

7-Chrono

4-Contracting Offr. 8-Reading

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